



Project Director

Toronto, ON | Full-time

Greenspace Construction Inc. offers general contracting, construction management, and design-build services, with a focus on heavy civil construction and water / wastewater infrastructure projects throughout southern Ontario. We provide superior delivery of construction projects through strong communication, scheduling, contingency planning, quality control and onsite management.

At Greenspace, we pride ourselves on quality workmanship, focus on providing an environmentally sustainable future for construction, and an exciting and rewarding work environment with significant opportunity for growth.

POSITION SUMMARY:

The Project Director provides strategic leadership and oversight for the Company's project delivery, project management, estimating, contract administration, and operational performance functions. Reporting directly to the Vice President, the Project Director is responsible for leading a team of Project Managers and Project Coordinators while ensuring successful execution of the Company's Infrastructure portfolio.

The Project Director plays a key role in driving operational excellence, managing contractual and commercial risk, supporting business growth initiatives, and providing executive-level reporting on project performance. This position requires extensive experience in heavy civil construction, strong knowledge of construction contracts and adjudication processes, and the ability to influence outcomes at both the project and corporate levels.

ESSENTIAL FUNCTIONS:

I. Leadership & Strategic Oversight

- Provide leadership, mentorship, and performance management to Project Managers, Project Coordinators, and related project delivery staff.
- Establish and maintain project management standards, processes, and best practices across the organization.
- Collaborate with the President & COO to develop and implement strategic business objectives and operational initiatives.
- Foster a culture of accountability, collaboration, safety, and continuous improvement.
- Support succession planning, workforce development, and organizational growth.

II. Project Portfolio Management

- Oversee the successful delivery of the Company's Infrastructure projects from pre-construction through closeout.
- Monitor project performance, schedules, budgets, resource allocation, and risk profiles across the project portfolio.
- Provide executive-level oversight of project financial performance, forecasting, cash flow, and profitability.
- Review and approve project execution strategies, procurement plans, and major project decisions.
- Ensure consistency and quality in project reporting, documentation, and stakeholder communication.

III. Contract Administration

- Lead the review, interpretation, and administration of construction contracts, subcontract agreements, and procurement documents.
- Provide guidance on contractual obligations, risk allocation, claims management, change orders, and dispute resolution.
- Support adjudication processes, negotiations, and discussions with owners, consultants, subcontractors, and legal counsel.
- Ensure contractual compliance and proactively mitigate operational risks.
- Oversee the development and maintenance of project controls and contract management processes.

IV. Estimating & Pre-Construction Leadership

- Provide strategic oversight of estimating, tender preparation, bid reviews, and pre-construction planning activities.
- Review major estimates, assumptions, qualifications, and risk assessments prior to submission.
- Ensure estimating teams have access to current design information and market intelligence.
- Support go/no-go decisions and bid strategy development for significant pursuits.
- Participate in client presentations, proposal reviews, and business development initiatives as required.

V. Executive Reporting & Business Performance

- Prepare and present project portfolio updates, risk assessments, financial forecasts, and operational performance reports to senior leadership.
- Monitor key performance indicators and implement corrective actions where necessary.
- Identify opportunities to improve project delivery efficiency, profitability, and client satisfaction.

- Support annual budgeting, resource planning, and long-term business planning activities.
- Provide recommendations to executive leadership regarding organizational performance, project risks, and growth opportunities.

ROLE REQUIREMENTS / QUALIFICATIONS

Education

- Post-secondary degree or diploma in Construction Management, Civil Engineering, Project Management, or a related discipline.
- Professional designations such as PMP, Gold Seal, P.Eng., or equivalent are considered an asset.

Experience

- Minimum 15 years of experience in infrastructure construction, or related sectors.
- Minimum 5 years of experience in a senior leadership or Director-level role.
- Proven experience leading and managing teams of Project Managers, Project Coordinators, and construction professionals.
- Extensive experience with construction contract administration, claims management, dispute resolution, and adjudication processes.
- Demonstrated experience managing multiple large-scale projects simultaneously.
- Strong background in project financial management, forecasting, and executive reporting.

Skills & Abilities

- Advanced knowledge of infrastructure construction practices, methodologies, and project delivery models.
- Thorough understanding of construction contracts, procurement processes, risk management, and commercial negotiations.
- Strong leadership, coaching, and team development capabilities.
- Excellent verbal, written, presentation, and stakeholder management skills.
- Ability to communicate effectively with executive leadership, clients, consultants, subcontractors, and legal counsel.
- Strong financial acumen with the ability to analyze budgets, forecasts, cost reports, and financial statements.
- Strategic thinker with exceptional problem-solving and decision-making abilities.
- Advanced proficiency in Microsoft Office Suite and project management software.

- Comprehensive understanding of applicable health and safety legislation and industry best practices.
- Valid G Driver's License.

WHY GREENSPACE CONSTRUCTION INC.?

- Opportunities to lead significant and complex projects.
- Flexible work schedule and remote work opportunities.
- A collaborative and supportive work environment, fostered by a strong team culture, open communication, and regular team-building activities.
- Competitive salary & bonus structure, recognizing and rewarding individual and team performance.
- Clear pathways for career advancement, professional development and mentorship opportunities.

How to Apply

Interested candidates are invited to submit their resume and a cover letter detailing their relevant experience to **careers@greenspacegroup.ca**. Please include "Project Director Application" in the subject line.

Greenspace Construction Inc. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We appreciate the interest by all candidates however we will be contacting those that best fit the position requirements.

If you are selected to participate in the recruitment process, please inform Human Resources of any accommodations you may require. Greenspace Construction Inc. will work with you in an effort to ensure that you are able to fully participate in the process.